Security

Series:

  **GS-0080 –Security Specialist
(Personnel, Physical,
Information, or Industrial
Security Specialist)**

Security Specialists develop and implement policies, procedures, standards, training, and methods for identifying and protecting information, personnel, property, facilities, operations or material from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage, or loss.

Duties involve managing, supervising or performing work in:

- Identifying the need for protection and security

- Identifying and implementing specially tailored security requirements and processes to protect automatic data processing, agency operations (operations security), electronic emanations, cryptographic materials and sensitive intelligence information

- Developing and maintaining the physical means which are used for protection and security

- Developing, implementing, and maintaining procedural and technical methods to enhance physical protection

- Assessing the reliability, loyalty, suitability, and trustworthiness of those persons who have access to sensitive or classified information, resources, and material which could adversely affect the national security, the public welfare, or the efficiency of the Federal Service

- Assessing the damage done to national security when information or material has been compromised or sabotaged.

Security Specialists may focus on one or more of the following functional areas:

- **Personnel Security** – Assuring the loyalty, reliability, suitablility, and trushworthiness of applicants, employees, contractors, and others who work with office automation, as well as Department bureau or division specific systems related to security work.

- **Physical Security** – Identifying and implementing physical measures designed to safeguard personnel; preventing unauthorized access to equipment, facilities, and documents; and safeguarding them against espionage, sabotage, damage, and theft .

• **Information Security** – Identifying materials, processes, and information that require protection and recommending the level of security classification and other protections required. This area also includes the coordination necessary to identify items of information, technology, and materials that are restricted from transfer to foreign nations.

• **Industrial Security** – Properly safeguarding classified and sensitive but unclassified (SBU) information entrusted to or generated by the private sector, as well as developing, coordinating, and issuing industrial security policies and procedures. Industrial Security Specialists must have knowledge of personnel, information, physical, communications security, and information systems security programs. The Industrial Security Program is the Bureau of Diplomatic Security's focal point for all industrial security issues with the Department's multiple procurement offices.

Department of State Security Specialists are assigned to the Washington, D.C. area. However, occasional travel to other facilities throughout the United States or to overseas posts may be required.

Technical Competencies

The Department's subject matter experts have identified the following specific technical competencies to assist employees and managers in determining competency levels and staff development needs.

Computer Literacy – Skilled in performing essential computer functions including office automation as well as Department, bureau or division specific systems related to security work.

Foreign Intelligence Services and Threats – Displays the ability to review intelligence and counterintelligence reports, assess security vulnerabilities, and design security systems based on analysis of the intent and operating techniques of hostile intelligence and security services and terrorist organizations. Also demonstrates the ability to apply a variety of procedures and policies to effect internal security measures for internal security concerns. Shows knowledge of subversive organizations and methods of operation against the Department.

Industrial Security – Demonstrates the ability to develop security plans and to establish procedures to safeguard classified information entrusted to private industry. Also displays the ability to analyze procurement documentation, identify contract security requirements, and

establish security requirements. Shows a comprehensive knowledge of the Defense Security Service, including its organization and operations. Demonstrates the ability to conduct surveys and continuing inspections of industrial or other private facilities to determine the organization's ability to work with and store classified and sensitive information, as well as adherence to security requirements. Displays knowledge and skills to perform personnel, physical, and information security work.

Information Security – Demonstrates the ability to develop, implement, and monitor policies, procedures, and control systems for the protection of classified national defense and other sensitive information originated or controlled by Federal agencies and for complying with restrictions on transferring technological information to other nations. Demonstrates the ability to evaluate foreign government eligibility to receive classified and/or controlled information. Displays the ability to identify information (documents, materials, devices, industrial processes, systems, etc.) contained within Federal or other facilities and systems requiring protection and designating the level of protection required.

Personnel Security – Demonstrates knowledge of investigative standards and adjudicative criteria for the ability to investigate and evaluate security access determinations for applicants, employees

and contractors. Also demonstrates knowledge of investigative organizations, interviewing and investigative techniques, and rights to due process through hearings.

Physical Security – Demonstrates the ability to conduct site surveys to identify security vulnerabilities in a facility (single office to entire building) and determine measures for better protection. Also displays the ability to analyze security reports, identify inadequate security systems, and make recommendations/ proposals. Shows the ability to develop security concept to provide the most effective security layout of a facility as well as identify appropriate lock for the specific application. Displays the ability to read architectural, electrical, and construction floor plans and to identify, within A&E drawings, those factors that will affect security design. Displays knowledge of intrusion detection systems, access control systems, closed circuit television, lock hardware, screening equipment and associated hardware for securing domestic facilities.

Security Advice and Consultation – Shows the ability to provide authoritative information and assistance to organization officials by advising on security policies and procedures; developing guidelines, procedures or other materials for use by operating officials; administering programs for the continuous evaluation of security programs and procedures to assure that

organization personnel are adhering to established policy and practices; recommending appropriate action to correct deficiencies; and administering security awareness programs.

Security Project Management – Displays the ability to prepare statements of work and cost estimates, as well as monitor contractor performance. Shows knowledge of acquisition policies and procedures, cost estimating techniques, quality assurance, and project management.

Security Policy – Demonstrates the ability to develop, evaluate, and implement security program policy and/or direction, conduct oversight reviews on the effectiveness of programs and practices in Federal, government contractor, and private sector facilities. Also shows the ability to recommend corrective actions to reduce and/or eliminate security deficiencies. Displays knowledge of security legislation, Executive Orders, and policy guidance issued by the Secretaries of State, Defense, and Energy, the Attorney General, the Director of Central Intelligence, and the National Security Council.
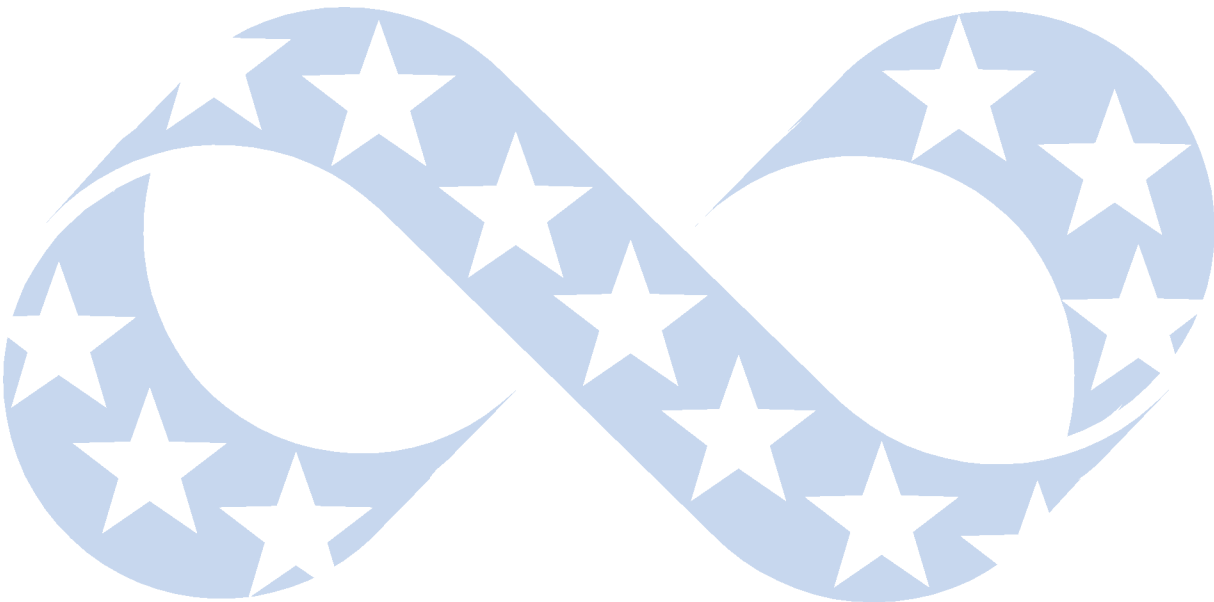
Security: Basic Level

At the basic level, you will assist other higher-graded Security Specialists or perform limited independent work. Your training and development will focus on acquiring and using knowledge of the basic principles, concepts, policies, practices and methods of security administration in one or more of the security functional specialties. You will also take courses to develop your leadership, communication, interpersonal and beginning desktop software skills.

	Recommended Courses	Suggested Courses
Basic Level	**Orientation** PN125 Orientation for Civil Service Employees (for new State Department employees) PS800 Cyber Security Awareness (distance learning; required to use OpenNet Plus) **Security/Technical** PP538 Domestic Security Awareness (distance learning) **Defense Security Service Academy** DoD Security Specialist Course Risk Management for DoD Security Programs	**Security/Technical** Select from the following depending on specialization: **Diplomatic Security Training Center** DS101 Travel Manager SE901 Technical/Physical Security Concepts SO120 Unit Security Officer Lock Training TT140 Physical Lock Security Course **Defense Security Service Academy** DoD Personnel Security Adjudications Industrial Security Mentoring Program Industrial Security Specialist Basic Industrial Security for User Agency Personnel Information Security Management **Vendor Training** Asset Protection I – American Society for Industrial Security (Alexandria, VA) Physical Security Workshops – Access Control (Alexandria, VA) Reading Blue Prints and Floor Plans (Local Community College) Designing Building Security Meeting Code KJQ - Padgett-Thompson Products at SourceCom Distribution (Lenexa, KS)

	Recommended Courses	Suggested Courses
Basic Level		College or University Training: Courses in area of specialization **Communication/Interpersonal*** PA143 Customer Service Training PK240 Effective Speaking and Listening Skills **Leadership and Management**** PT129 Team Building **Information Technology*** PS218 OpenNet Plus and the Internet PS284 Cable Express for End Users PS432 MS Word 2003 Level One PS498 Intro to MS Outlook 2003	College or University Training: Courses in area of specialization **Communication/Interpersonal*** PK143 Proofreading PK146 Job Savvy: Skills for Workplace Success PK159 Drafting Correspondence **Leadership and Management**** PT25 Productively Managing Stress **Information Technology*** PS440 MS PowerPoint 2003 Level One PS450 MS Access 2003 Level One PS470 MS Excel 2003 Level One Take some distance learning courses through FSI's FasTrac Program. For a course catalog or to enroll, visit http://fsi.state.gov/fastrac on the OpenNet.

(Left column header is "Recommended Courses"; the first full listing above appears under Recommended Courses.)

Recommended Courses	Suggested Courses
Recommended Rotational Assignments DS/CIS/DO – Office of Domestic Operations DS/CIS/IST – Office of Information Security Technology DS/DSS/ICI – Office for Investigations and Counterintelligence DS Field Office Assignment length varies according to needs	**Suggested Developmental Activities** Shadow a mid-level Security Specialist for a few days Work on a special project, e.g. do a short report on new developments in a security topic Make a presentation to colleagues about something noteworthy you learned at a professional conference Read from the following documents, as appropriate and under guidance from your supervisor: 1 FAM 260 Bureau of Diplomatic Security; 3 FAM 4100 Appendix B, 12 FAM, Executive Orders 295, 10450, 12958, 12968,and Central Intelligence Directive 1/19, 1/21, 6/4; National Industrial Security Program Operating Manual; DoD Industrial Security Regulation

	Recommended Courses	**Suggested Courses**
Basic Level		Obtain and view a videotape from the Diplomatic Security Training Center or your office that is on a topic related to your work Obtain and review a news article, magazine or trade journal that is on a topic related to your work Visit the Career Development Resource Center

*Employees who are located outside of the Washington, D.C. metropolitan area may find it more cost effective to take equivalent courses from the Graduate School, USDA, colleges or universities or private vendors in their local area through the FSI External Training Program. Contact the FSI Registrar's Office at (703) 302-7145.

** For a more comprehensive list of courses, see *The Leadership and Management Training Continuum* http://fsi.state.gov/fsi/lms/docs/LMSContinuum.pdf.

*** Distance Learning Courses. For more information, visit http://fsi.state.gov/fsi/sait/dl.asp.

Security: Mid-Level

At the mid-level, you will use your knowledge of a wide range of security concepts, principles, and practices to independently analyze and resolve difficult and complex security problems. Through your training and development, you will acquire knowledge of a broad range of security program relationships and/or significant expertise and depth in one of the highly specialized areas of security.

In addition to your technical training courses, intermediate and advanced courses in desktop software applications are recommended. Since you may advance to a team leader or supervisory position, further course work in human resource management, communication, interpersonal and leadership and management skills is highly recommended.

	Recommended Courses	Suggested Courses
Mid-Level (See also course at earlier levels if not taken yet)	**Security/Technical** PP501 International Negotiations: Art and Skills **Diplomatic Security Training Center** IA101 Information Assurance/ISSO	**Security/Technical** PA173 Contracting Officer Representative Update PA178 Becoming a Contracting Officer's Representative or PA296 How to a Contracting Officer's Representative (distance learning) **Diplomatic Security Training Center** DS101 Travel Manager IA302 Information Assurance/Manager (Non-IT) Select from the following depending on specialization: **Defense Security Service Academy** Advanced Adjudicator Seminar Personnel Pre-Screening Security Interviews Personnel Security Management Industrial Security Oversight Classification Management Special Access Program Orientation Security for Special Programs **Central Intelligence Agency** Adjudications 101 at the Center for CIA Security **Vendor Training** Asset Protection II and III – American Society for

	Recommended Courses	Suggested Courses
Mid-Level (See also course at earlier levels if not taken yet)		Industrial Security (Alexandria, VA) Physical Security Workshops – Access Control and Security Systems Integration (Atlanta,GA) Physical Security Training Program – Federal Law Enforcement Training Center (Glynco, GA) Design and Management of Intrusion Detection Systems – Ed Nemie and Associates (Chesapeake, VA) College or University Training: Courses in area of specialization **Graduate School, US Department of Agriculture (USDA)** Time Management or Managing Multiple Priorities Legal Writing for Non-Lawyers or Technical Writing Freedom of Information and Privacy Act Workshop
	Communication/Interpersonal* PA123　Managing Customer Service PK241　Writing Effective Letters and Memos **Graduate School, US Department of Agriculture (USDA)** Briefing Techniques or Speaking with Confidence **Leadership and Management**** PK245　Basic Leadership Skills** PK246　Employee Relations PT107　EEO/Diversity Awareness for Managers and Supervisors PT215　Team Leadership Workshop PT216　Seven Habits of Highly Effective People PT253　Negotiation Skills For Managers **Information Technology*** PS433　MS Word 2003 Level Two PS280　Introduction to MS Project 2000	**Communication/Interpersonal*** PD520　Visual Aid Basics PT220　Strategies of Persuasion **Graduate School, US Department of Agriculture (USDA)** Clear Writing Through Critical Thinking Writing for Results **Leadership and Management**** PT205　Performance Management Seminar PT206　Managing Change PT208　Managing State Projects PT211　Coaching PT212　Creative Problem Solving PT214　Managing Conflict Productively PT217　Running Effective Meetings Workshop PT218　Leading in a Diverse Workforce PT252　Managing Up: Working Effectively With Your Manager **Information Technology*** PS418　Web Development Fundamentals PS441　MS PowerPoint 2003 Level Two PS451　MS Access 2003 Level Two PS471　MS Excel 2003 Level Two

|	Recommended Courses	Suggested Courses
Mid-Level (See also course at earlier levels if not taken yet)		Take some distance learning courses through FSI's FasTrac Program. For a course catalog or to enroll, visit http://fsi.state.gov/fastrac on the OpenNet.
	Recommended Rotational Assignments Select from among the following as appropriate: DS/DSS/ITA – Office of Intelligence and Threat Analysis (SCI Clearance Required) DS/EX/PPB – Office of Policy, Planning and Budget HR/ER – Office of Employee Relations HR/G – Grievance Staff Assignment length varies according to needs	**Suggested Developmental Activities** Shadow a senior level Security Specialist or manager for a few days Work on a special project, e.g., make a presentation to colleagues regarding something you learned at a conference that they may need a briefing on Attend an annual professional seminar such as the OPM Security Professional, the Department of Energy Access Adjudications, or the National Security Institute Seminar Read from the following documents, as appropriate and under guidance from your supervisor: 1 FAM 260 Bureau of Diplomatic Security; 3 FAM 4100 Appendix B, 12 FAM, Executive Orders 295, 10450, 12958, 12968, and Central Intelligence Directive 1/19, 1/21, 6/3, 6/4; National Industrial Security Program Operating Manual; DoD Industrial Security Regulation Obtain and view a videotape from the Diplomatic Security Training Center or your office on a topic related to your work Make a presentation to colleagues about something noteworthy you learned at a professional conference Visit the Career Development Resource Center Apply for a Career Development Program such as the USDA Executive Leadership Program for Mid-Level Employees or a Congressional Fellowship**** Apply for a long-term training opportunity or an OPM Residential Seminar**** Apply for the Civil Service to Foreign Service Hard-to-Fill Program, a TDY, or excursion tour to an overseas embassy or consulate****

*Employees who are located outside of the Washington, D.C. metropolitan area may find it more cost effective to take equivalent courses from the Graduate School, USDA, colleges or universities or private vendors in their local area through the FSI External Training Program. Contact the FSI Registrar's Office at (703) 302-7145.

** For a more comprehensive list of courses, see *The Leadership and Management Training Continuum* http://fsi.state.gov/fsi/lms/docs/LMSContinuum.pdf. Please note that PK245, Basic Leadership Skills, is a mandatory course for GS-13 employees.

*** Distance Learning Courses. For more information, visit http://fsi.state.gov/fsi/sait/dl.asp.

**** More information follows after this section on *Training for Specific Series and Job Functions*
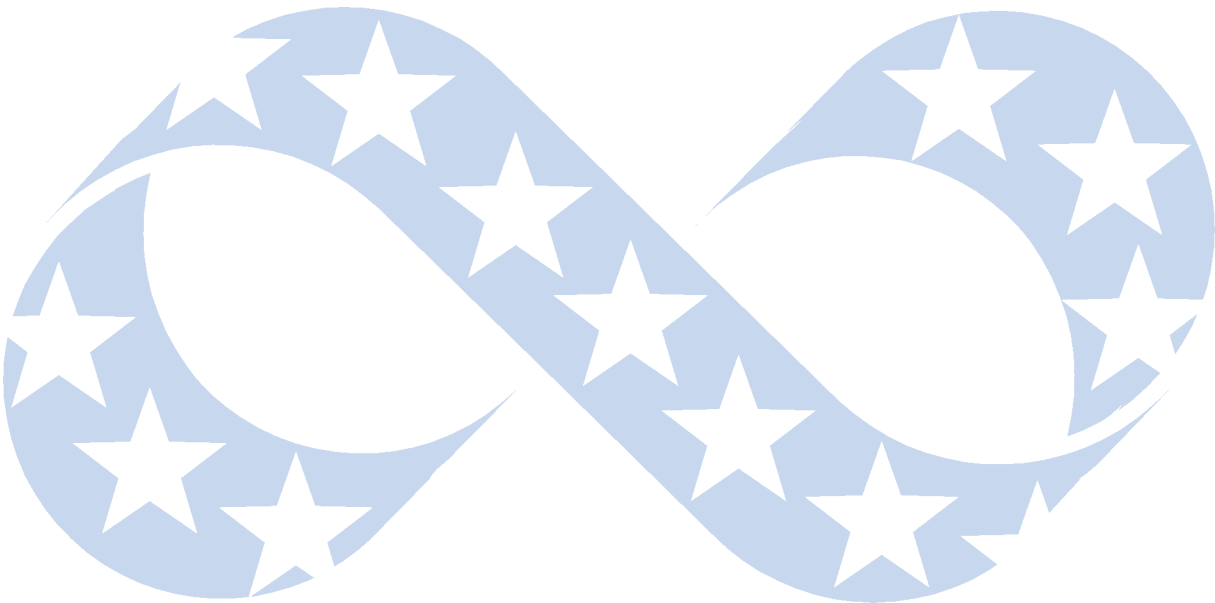
Security: Senior Level:

At the senior level, you will have mastered a major area of security and will plan, develop and carry out vital security projects and programs which are central to the Department's mission and typical of national or international impact. You will develop guidance for applying security policy, procedures, techniques, equipment, and methods to a variety of work situations and various degrees or levels of security controls. You will also advise top level agency security and subject matter managers. Your training and development will focus on leadership and management, as well as advanced communication skills.

	Recommended Courses	Suggested Courses
Senior Level (See also course at earlier levels if not taken yet)	**Security/Technical** **Communication/Interpersonal*** **Graduate School, US Department of Agriculture (USDA)** Advanced Briefing Techniques **Leadership and Management**** PT133 Senior Executive Threshold Seminar ** PT207 Intermediate Leadership Skills** PT210 Advanced Leadership Skills** PT213 Starting Right: A Seminar for Program Directors PT221 Four Roles of Leadership PT224 Influence By Design For GS-15 and above: PT300 Leader as Facilitator PT301 Appearing Effective in the Media PT302 Testifying Before Congress PT303 Crisis Leadership PT304 Deputy Assistant Secretary as Leader PT305 Executive as Coach and Menter **Information Technology*** Courses not taken at the mid-level as desired	**Security/Technical** Courses not yet taken at the mid-level as desired **Diplomatic Security Training Center (DSTC)** IA303 Information Assurance/Senior Manager **Communication/Interpersonal*** PY126 Speechwriting and Presentation Skills **Leadership and Management**** PD529 Strategic Planning and Performance Measurement (distance learning) PT209 Executive Overview to Managing State Projects PT218 Leading In A Diverse Workforce General Services Administration (GSA) STAR (Strategic and Tactical Advocates for IT Results) - A one-week residential seminar focusing on program and project management, leadership, security, technology, government and capital planning.

	Recommended Courses	Suggested Courses
Senior Level (See also course at earlier levels if not taken yet)	**Recommended Rotational Assignments** Rotational assignment to another federal agency such as the Central Intelligence Agency, National Security Agency, Department of Defense, Department of Energy Assignment length varies according to needs	Take some distance learning courses through FSI's FasTrac Program. For a course catalog or to enroll, visit http://fsi.state.gov/fastrac on the OpenNet. **Suggested Developmental Activities** Attend an annual professional seminar such as the OPM Security Professional, the Department of Energy Access Adjudications, or the National Security Institute Seminar Volunteer for a Department Task Force Apply for a Career Development Program such as the USDA Executive Potential Program, a Congressional Fellowship, or the Council for Excellence in Government Fellows Program*** Apply for a long-term training opportunity or an OPM Residential Seminar*** Apply for the Civil Service to Foreign Service Hard-to Fill Program, a TDY, or excursion tour to an overseas embassy or consulate***

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** For a more comprehensive list of courses, see *The Leadership and Management Training Continuum* http://fsi.state.gov/fsi/lms/docs/LMSContinuum.pdf. Please note that PT207, Intermediate Leadership Skills, is a mandatory course for GS-14 employees. PT210, Advanced Leadership Skills, is a mandatory course for GS-15 employees. PT133 Senior Executive Threshold Seminar is a mandatory course for new Senior Executive Service (SES) employees.

*** More information follows after this section on *Training for Specific Series and Job Functions*